



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012-  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

September 28, 2004

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**REQUEST TO REHIRE RAY MOLINA TO THE POSITION OF PHARMACIST AT  
RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

Consistent with the July 6, 1993, Board approved policy on rehiring of retired County employees on an indefinite basis, the Department of Health Services (DHS) requests authority to appoint Ray Molina to the position of Pharmacist at Rancho Los Amigos National Rehabilitation Center (RLANRC) at a salary of \$7,063.09 per month or \$84,757.08 annually, effective upon Board approval.

The Board approved policy provides the County with an additional management tool to fill critical, emergent or hard to fill positions which require special skills, training, experience or certification and may not be reasonably filled by other than the County retiree.

Mr. Molina will serve as a unit supervisor on the evening shift. He will be responsible for providing technical supervision of support personnel in the performance of various pharmacy duties which include application of established principles of pharmacology related to the selection, use and control of drugs within the patient care facility; and provide expert drug use information to patient care personnel and to the patient. He will also supervise the operation of drug distribution systems including maintenance of appropriate controls and ensure that pharmaceuticals are properly ordered, stored, kept up to date, and protected from deterioration.

Each Supervisor  
September 28, 2004  
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The Department indicates that Mr. Molina is highly qualified to perform the duties of the Pharmacist position as demonstrated by his previous experience as a County employee and familiarity with facility personnel. He is knowledgeable about the hospital, pharmacy computer system, formulary pharmacy routine and procedures and will be able to assume Pharmacist duties without additional training. Mr. Molina is the only candidate that has expressed an interest in working the evening shift, which is an undesirable shift. Mr. Molina retired from County service on May 16, 2002, and is currently working at RLANRC through a registry service. He has been cleared by the County physician to return to work with no restrictions. The Board of Retirement has been notified of Mr. Molina's request and upon approval by the Board of Supervisors will process his reinstatement to active membership as a full-time employee.

Additional information, including the original request from Health Services and an organization chart are provided. The item is fully funded in the Fiscal Year 2004-05 Adopted Budget, and this action will result in no additional net County cost.

In accordance with the policy on rehiring of retired County employees, unless we hear otherwise from your offices by October 12, 2004, we will notify the Department that they are authorized to proceed with the rehire, effective October 13, 2004.

Please let me know if you have any questions about this appointment, or your staff may contact Sheila Shima of this office at (213) 974-1160.

DEJ:DL  
SS:JJ:bjs

#### Attachments

c:     Executive Officer, Board of Supervisors  
        Director, Department of Health Services  
        Director of Personnel  
        Los Angeles County Employees Retirement Association



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8107

BOARD OF SUPERVISORS

**Gloria Molina**  
First District

**Yvonne Brathwaite Burke**  
Second District

**Zev Yaroslavsky**  
Third District

**Don Knabe**  
Fourth District

**Michael D. Antonovich**  
Fifth District

August 16, 2004

TO: Sheila Shima, Assistant Division Chief  
Health Team  
Chief Administrative Office

FROM: Sachi Hamai, Director  
Administrative Services

SUBJECT: **REQUEST TO REHIRE RAY MOLINA — RETIRED COUNTY EMPLOYEE**

The Department of Health Services (DHS) is requesting authority under the provisions of the Government Code Section 31680.4 and 31680.5 to rehire Ray Molina, a retired County employee, to the permanent full-time position of Pharmacist, Item Number 5512, at Rancho Los Amigos National Rehabilitation Center (RLANRC) at an annual salary of \$84,757.08 (\$7,063.09 monthly), Schedule 096C, 5th step. The proposed salary is a special step placement request that is in accordance with the procedure established for the critical Pharmacist item, a difficult to recruit position.

Mr. Molina, Employee Number 156451, retired from County service on May 16, 2002. Upon reinstatement, he will be placed against a fully funded lower-level position in the RLANRC Fiscal Year 2004-2005 budget that will not result in additional net County cost. Mr. Molina has received clearance from the County physician to return to work with no restrictions. The Board of Retirement will be notified once we receive CAO and Board of Supervisor approval.

Rancho Los Amigos Rehabilitation Center has experienced difficulty recruiting a sufficiently experienced Pharmacist to fill this position. The Department is requesting to return Mr. Molina to his prior held position rather than use a certification list because of his competence, training and experience as an inpatient pharmacist. He is highly knowledgeable about the hospital, pharmacy computer system, formulary, pharmacy routine and procedures, and is familiar with facility personnel. This expertise makes Mr. Molina especially qualified for the position.

Sheila Shima  
August 16, 2004  
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As a former County employee, Mr. Molina possesses key experience in a complex public funded institution. He will be able to resume his duties immediately without additional training or orientation, thus saving time and resources. Moreover, Mr. Molina has also expressed interest in working the evening position, which customarily is an undesirable shift. Desirable shifts are one of the incentives used to retain experienced staff. Mr. Molina is the only candidate that has expressed interest in the inpatient pharmacist position at RLANRC.

Your expeditious review and approval of this request would be greatly appreciated.

If you have any questions or need additional information please let me know, or call Susan Montenegro, Personnel Officer, at (323) 890-7903.

SH:SM:nmm

N:\ADMINIST\NORKA\REHIRE RETIREE\RAY MOLINA

#### Attachments

c: Kate Edmundson  
Susan Montenegro

**PERTINENT INFORMATION FOR RAY MOLINA, PHARMACIST, RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

▪ **Certify that the position is vacant and budgeted.**

The Pharmacist position will be placed against a lower-level Public Information Assistant position, item No. 1598A, that is fully funded in the Rancho Los Amigos National Rehabilitation Center (RLANRC) Fiscal Year 2003-2004 Board Adopted and 2004-2005 proposed budget, and will not result in an increase in Net County Cost.

Attachment I - Item Control

▪ **Attach an organizational chart highlighting the position. Describe where the position fits into the management organizations structure.**

The Pharmacist position is within the Rancho Los Amigos National Rehabilitation Center Pharmacy Department headed by the Pharmacy Services Chief III. The Pharmacist position reports to the Pharmacy Supervisor I. Ray Molina will serve as a unit supervisor and be assigned to work the evening shift, which customarily is an undesirable shift. He will be responsible to provide professional pharmacy services during the evening shift and will provide technical supervision of support personnel in the performance of a variety of pharmacy duties, including application of established principles of pharmacology related to the selection, use, and control of drugs within the patient care facility; and provide expert drug use information to patient care personnel and to the patient. He will also have responsibility for screening, clarifying, compounding, and dispensing physicians' medication orders; as well as the preparation of solutions for oral, external, intramuscular, and intravenous administration; selection and monitoring of drug therapy for individual patients. In addition, Mr. Molina will supervise the operation of drug distribution systems including the maintenance of appropriate controls and ensure that pharmaceuticals are properly ordered, stored, kept up to date, and protected from deterioration.

Attachment II - Organization Chart

▪ **Indicate current salary of the individual for whom the request is being submitted. Indicate proposed salary, percentage increase over current salary.**

Mr. Molina, Employee Number [redacted] retired from County service on May 16, 2002 as a Pharmacist, Item Number 5512A, Salary Schedule 094L, annual salary \$77,559.24 (\$6,463.27 monthly). This request will reinstate Mr. Molina (under the provisions of Government Code Section 31680.4 and 31680.5) to his previously held permanent full-time position of Pharmacist, Item Number 5512, at Rancho Los Amigos National Rehabilitation Center (RLANRC) at an annual salary of \$84,757.08 (\$7,063.09 monthly), Schedule 096C, 5th step. The proposed salary for Mr. Molina is a Special Step Placement request in accordance with the procedure established for the critical Pharmacist item, a difficult to recruit position and is commensurate with his professional background, management experience, and the scope and complexity of his duties and responsibilities. He is highly qualified for this position and possesses the special knowledge, skills, and experience required to successfully perform the duties of the position. Mr. Molina has received clearance from the County to return to work with no restrictions. The Board of Retirement will be notified once we receive CAO and Board of Supervisor approval.

Attachment III - Professional Resume

Attachment IV - Most Recent Pay Stub

▪ **Provide a listing of all equivalent internal positions within the organization.**

Attachment V - Departmental listing of Pharmacist positions

▪ **Identify highest paid subordinate reporting to this position.**

Carol Robinson, Employee Number [redacted] Pharmacy Technician, Item No. 5504A; Salary Schedule 061 L, Step 5; annual salary \$33,616.32 (\$2,801.36 monthly).

▪ **Identify management position above the position being requested.**

Lawrence Louie, Employee Number [redacted], Pharmacy Supervisor I, Item No. 5516A; Salary Schedule 102 B, Step 6; annual salary of \$105,033.84 (\$8,752.82 monthly).

▪ **Certification List – Y5512F - Pharmacist**

# **ATTACHMENT II**

## **Organization Chart**

PHARMACY DEPARTMENT  
RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Pharmacy Services Chief III  
1 Position  
Brian Joyo, Pharm. D.

Pharmacy Supervisor I  
1 Position  
Lawrence Louie, R. Ph.

Pharmacy Supervisor I  
1 Position  
Bruce Cristol, Pharm. D.

100 Pharmacy  
13 Positions  
(Inpatient)

100 Pharmacy  
10 Positions  
(Outpatient)

Pharmacist  
5 Positions  
(4 day; 1 evening)

Warehouse Worker I  
1 Position

Pharmacy Helper  
1 Position

Pharmacy Technicians  
6 positions

Pharmacist  
3 Positions

Pharmacy Technicians  
3 Positions

Pharmacy Helper  
1 Position

Typist /Clerical  
3 Positions

**ATTACHMENT III**  
**Professional Resume**



## RAY MOLINA

### EDUCATION

1975

The University of Texas at Austin, College of Pharmacy  
Austin, Texas  
B.S. Pharmacy

### COMPUTER SKILLS

Proficient with ETREBY Computer System [retail] and Rancho Inpatient Pharmacy System

### WORK EXPERIENCE

2002 to Present

#### **RELIABLE HEALTH CARE SERVICES**

5705 S. Sepulveda Blvd., Culver City, CA 90230

Worksite: Rancho Los Amigos National Rehab Center, 7601 E. Imperial Hwy., Downey, CA 90242

#### Inpatient Staff Pharmacist

Evening-shift (1500-2330) staff pharmacist in charge – supervising one to two technicians in dispensing medication orders; receiving, evaluating (prospective DUE), and filling M.D. orders for inpatients. Providing drug-therapy related information to M.D.'s and R.N.'s as requested, regarding: appropriate dosages and routes of administration; drug-drug, drug-disease and drug-food interactions; IV and parenteral nutrition admixture assistance with calculations and incompatibilities.

2001 to 2002

#### **CAMBRIDGE CARE PHARMACY**

12300 Burbank Blvd., Valley Village, CA

#### Pharmacist In Charge

Performing all functions related to the overall operation of a retail pharmacy, including, but not limited to: ordering, stocking, and dispensing both prescription and non-prescription medications; conducting prospective DUE for drug interactions, therapeutic duplications, appropriate dosage/dosing frequency/refills. Completing and submitting TARS for eligible Medi-Cal patients.

2000 to 2001

#### **BEYOND THE PHARMACY**

3600 Sunset Blvd., Los Angeles, CA 90026

#### Pharmacist In Charge

See above for functions.

1999 to 2000

#### **COMFORTCARE PHARMACY**

400 W. Colorado, Glendale, CA 92104

#### Pharmacist In Charge

See above for functions – in addition, supervised one pharmacy technician in all pertinent functions.

1993 to 1999

~~Mid-career Hiatus/Sabbatical:~~ Not engaged in active practice – completion of ASHP Clinical Skills Program as part of continuing education.

1979 to 1993

#### **RANCHO LOS AMIGOS REHAB CENTER**

7601 E. Imperial Hwy, Downey, CA 90242

#### Staff Pharmacist

See current position at same worksite (2002 to present) – functions essentially the same now as then.

### PROFESSIONAL LICENSE

#### **CALIFORNIA STATE BOARD OF PHARMACY**

Reg. Pharmacist Lic. #32503, Exp. 7-31-04 [License Renewal Application submitted].

Ray.Molina

Home:

Work:

## EDUCATION

University of Texas at Austin, College of Pharmacy, 1975 B.S. Pharmacy  
Texas A&I University at Kingsville, 1970 Pre-Pharmacy Studies

## COMPUTER SKILLS

Basic date-entry computer skills; Basic Fortran

## WORK EXPERIENCE

2002- present

Staff Inpatient Pharmacist

Rancho Los Amigos NRC Hospital  
7601 E. Imperial Hwy. Downey, CA  
(562)401-7234

Pharmacist In Charge, working supervisor of Pharmacy Technicians during evening shift

2001-2002

Pharmacist In Charge

Cambridge Care Pharmacy  
7800 Burbank Blvd.  
Valley Village, CA

2000-2001

Pharmacist In Charge

Beyond the Pharmacy  
3600 Sunset Blvd.  
Los Angeles, CA

1999-2000

Pharmacist In Charge

Comfort Care Pharmacy  
400 W. Colorado  
Glendale, CA

## PROFESSIONAL LICENSES AND CERTIFICATES

California State Board of Pharmacy License No. 32503

CPR Certificate, American Heart Association 2004

# **ATTACHMENT VI**

## **Certification List**

**COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES  
CERTIFICATION LIST**

**Y5512F - PHARMACIST**

**Job Type: P                      Type: OC**

**Promulgation Date:** Various  
**Life of List** 12 months  
**Expiration Date:** Various

Name	Address	Work/Home Phone	Certified / Withhold Dt	Dept	Group	Vet	Area / Language
TERRI LAM			6/11/04		1	0	M
Nahal Bahrapour			10/16/03		1	0	GJ
Leslie Chen			12/15/03		1	0	BGH
Rissey A. Abe-Mitsuoka			9/12/03		1	0	GJ
Tracy Wei Fang			3/18/04		1	0	M
DEBORAH S. FONG			7/6/04		1	0	ABEH
CHIU-YU LOK			7/26/04		1	0	ABGHI
SHARIKA B. ARA			10/16/03		1	0	J
Khai T. Quach			9/18/03		1	0	BH
RAY MOLINA			8/10/04		1	0	M
Kristi L. March			4/27/04		2	0	M
Neemish Patel			9/17/03		2	0	ABCEHI
Lynn So			3/8/04		2	0	B